

School Administration Officer

STATEMENT OF DUTIES

FEBRUARY 2024

Number	Generic
Portfolio	Schools and Early Years
Branch	Specified Learning Services
Section/Unit/School	Specified School
Supervisor	Specified School Business Manager
Award/Agreement	Tasmanian State Service Award
Classification	General Stream Band 3
Employment Conditions	Permanent or fixed-term, full time 73.5 hours per fortnight, 52 weeks per year including 4 weeks annual leave.
Location	Specified School

Primary Purpose

Assist the School Business Manager in the management of a school office, controlling and co-ordinating work, data and information flow. Provide general instruction, guidance and supervision for assigned office staff. Provide advice and general administrative support to the School Business Manager and staff and students.

Level of Responsibility/Direction and Supervision

The employee is responsible for the effective and efficient co-ordination and completion of assigned tasks and maintenance of quality service standards and outcomes. Responsible for the instruction and supervision of assigned non-teaching staff. The officer has a lead role in the school office team and provision of general administrative support and advice to the School Business Manager, other staff, students and clients.

Tasks are undertaken according to established guidelines, systems and processes with some interpretation required to achieve specified outcomes.

The employee is expected to exercise independent judgement, creativity and initiative with general instruction provided by the School Business Manager. The employee has input into the determination of administrative priorities and may assist in practice and standard evaluation and the development of operational options and solutions. The employee is required to understand and apply contemporary departmental administrative standards and is expected to keep up to date with developments and change in this area.

It is the responsibility of the occupant to actively participate, promote and model behaviours which are consistent with the Department's commitment to the safety and wellbeing of children and young people. This includes the prevention, identification and reporting of child abuse and behaviours which are not consistent with the Department's values.

The occupant is responsible for complying with all Agency policies and procedures, including those relating to fraud and corruption control, record management, confidentiality, conduct and behaviour, mandatory reporting, education, training and assessment.

The Department has a range of delegations across the operational portfolio's which include Finance, People Services and Support (HR) and Facilities. The occupant is responsible for ascertaining the delegations that are assigned to these duties and is expected to exercise any applicable delegations prudently and in accordance with a range of Acts, Regulations, Awards, administrative authorities and functional arrangements.

Primary Duties

1. Assist the School Business Manager in the provision of supervision, instruction, guidance and feedback to assigned staff, promoting teamwork and understanding of assigned administrative processes and responsibilities.
2. Co-ordinate the daily workflow of the office ensuring the effective flow of information and data within the school, assisting with reporting and records management as required.
3. Provide general administrative support to staff and students including the provision of accurate information and advice regarding general school administrative matters. Undertake research and investigation into queries and issues as required.
4. Liaise and consult with a wide range of stakeholders including school staff, parents and students, government and non-government organisations, departmental Learning Services, school and community associations, bodies and representatives and assist in the provision of a responsive information and advice service.
5. Assist the School Business Manager in the management of the school's resources in line with established guidelines, systems and processes including the provision of inventory control and procurement services, maintaining relevant registers and records and organising minor works, maintenance and repairs as directed.
6. Support the School Business Manager in the management of school accounts including the operation of related systems and physical handling of cash and cheques ensuring the security of funds in line with departmental policy and procedure.

1. The incumbent can expect to be allocated duties, not specifically mentioned in this document, that are within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
2. In accordance with the *Work Health and Safety Act 2012* the incumbent will actively participate in and contribute to the maintenance of safe working conditions and practices, including the development and implementation of improvement initiatives, safeguarding practices and all mandatory training requirements.

Selection Criteria

The following specific selection criteria must be addressed by candidates. The nominated position objective and duties contained in this statement of duties must also be used to assist in the interpretation of these selection criteria.

1. Demonstrated knowledge and experience in contemporary administrative operational practices to undertake a range of general administrative support tasks.
2. Demonstrated administrative and clerical skills including supervisory skills to instruct and guide less experienced staff as required.
3. Well-developed interpersonal, verbal and written communication skills to effectively liaise with a wide range of stakeholders and effectively convey information and advice.
4. Demonstrated capacity for initiative, creativity, self-motivation and flexibility and the ability to encourage and foster the development of a positive team environment.
5. Proven ability to exercise independent judgement with, planning and time management skills to achieve specified outcomes in an environment subject to changing conditions and workload.
6. Proven experience in the operation of contemporary information management systems and programs.
7. A demonstrated capacity to commit to the Department's values, with the ability to apply them through individual behaviours and actions.

Requirements

Registration/licences that are essential requirements of this role must remain current and valid at all times whilst employed and the status of these may be checked at any time during employment. It is the employee's responsibility to advise the Department if there is any change to the status of a registration/licence. This includes notifying the Department of any new criminal charges or convictions and/or if a registration/licence is revoked, cancelled or has conditions applied.

Essential

- Current Tasmanian Registration to Work with Vulnerable People (Registration Status – Employment)

Working within the Department for Education, Children and Young People



Connection



Courage



Growth



Respect



Responsibility

Our values of **Connection, Courage, Growth, Respect, Responsibility** represent the foundation of our Department's culture and guide us in all that we do to ensure **Bright lives. Positive futures** for every child and young person in Tasmania.

We bring our values to life through our everyday behaviours and actions. We want to attract, recruit and retain people who uphold these values and are committed to building a strong values-based culture.

Our Department is committed to building inclusive workplaces and a workforce that reflects the diversity of the community we serve. We do this through a culture that ensures everyone is respected, and has equal access to opportunities and resources. We recognise and respect individual differences as well as people's career path, life experiences and education, and we value how these differences can have a positive influence on problem solving, team dynamics and decision making within our organisation.

We are committed to providing a safe workplace for all employees and have zero tolerance to all forms of violence, including child abuse and harm. The Department is a smoke-free work environment, and smoking is prohibited in all State Government workplaces, including vehicles and vessels.

Employment within the Department is governed by the *State Service Act 2000*. All employees are responsible for ensuring that the standards of behaviour and conduct specified in the State Service Principles and Code of Conduct are adhered to. All employees are expected to act ethically and with integrity in the undertaking of their duties. Employees who breach the code of conduct may have sanctions imposed.

The State Service Principles and Code of Conduct are contained in the *State Service Act 2000* and can be found on the State Service Management Office website at <http://www.dpac.tas.gov.au/divisions/ssmo> together with Employment Direction No. 2 *State Service Principles*. All employees must read these and ensure they understand their responsibilities.

All employees are expected to utilise information management systems in a responsible manner in line with the DECYP Condition of Use policy statement located at [Department for Education, Children And Young People: Information technology policies](#)

Commitment to Children and Young People

This is a Department built entirely for children, young people and their communities. Our ultimate goal is to work together to ensure that every child and young person in Tasmania is known, safe, well and learning. The child is at the centre of everything we do, and the way we do it.

The Department is committed to providing a culturally safe environment which upholds the safety and wellbeing of all children and young people in Tasmania. The Department's Safeguarding Framework, *Safe. Secure. Supported.* underpins this commitment.

All employees must demonstrate and model behaviours which value and respect children and young people, show a commitment to child safety and wellbeing, and display an understanding of the developmental needs of children and culturally safe practices relevant to their position.

APPROVED BY PSS DELEGATE: 973874 – Deputy Director Strategic Recruitment and Payroll
Operations – DATE
Request:
Date Duties and Selection Criteria Last Reviewed: insert month/year and initial e.g. 05/17 PMG
